

**Position:** Electronic Records Archivist

**Annual Salary Range:** \$35,589.60 - \$56,685.60 Salary is negotiable within the range based on qualifications and experience.

The Alabama Department of Archives and History seeks a highly motivated, innovative, and collaborative Electronic Records Archivist to lead preservation activities within the organization. The electronic records archivist will be responsible for the acquisition, appraisal, description, management, policy-formation, and preservation of born-digital and imaged records with legal, historical, evidential, research, or administrative value. This work will be completed in cooperation with an ADAH IT staff member, reference and collections management staff members, and other members of the records management/appraisal staff as part of the ADAH electronic records team. The electronic records archivist will also be responsible for ensuring electronic records policies, principles, standards, and best practices are instilled in all ADAH staff members.

**Duties:**

- Evaluate current Alabama, other states', and national laws with regards to electronic records and record keeping.
- Collaborate with state and local government officials, private donors, and patrons to facilitate the acquisition of a wide array of electronic collections, including but not limited to state agency electronic records and websites, born digital manuscripts and personal papers, research datasets and publications.
- Work with all stakeholders to develop and/or revise policies, rules and guidelines concerning the management of electronic records and electronic records systems towards the creation of Trusted Digital Repositories, based on national and international best practices.
- Appraise, develop, and implement retention periods for electronic government records.
- Develop and provide training for state and local agency staff in the proper management of electronic/digital records.
- Provide expert advice and consulting on issues concerning electronic/digital materials.
- Design, prepare, and update, as needed, technical leaflets and other related educational/informational publications on electronic records management for distribution and reference.

**Knowledge, Skills, and Abilities:**

- Knowledge of records management and archival core competencies.
- Knowledge of the principles and practices involved with the appraisal, acquisition, and disposition of records.
- Knowledge of principles of database management, enterprise architecture, and systems analysis and development.
- Knowledge of current preservation technologies and OAIS and TRAC.
- Knowledge of metadata standards and practices.
- Knowledge of reformatting best practices.
- Evidence of commitment to the archival profession by memberships and participation in professional associations.
- Record of ongoing professional development and contribution.

- Ability to work well with all stakeholders.
- Ability to express ideas clearly, both orally and in writing.
- Ability to read, analyze, and interpret industry periodicals, professional journals, technical procedures, and government regulations.
- Ability to lift and carry heavy boxes weighing on average 30-40 pounds.

#### **Necessary Qualifications:**

- Graduation from a four-year college or university with a bachelor's degree in archives/library/information science or a related field with completion of graduate level course work in archives or information management.
- Master's degree strongly preferred.
- Two years of professional experience in archival work and records/information management in an archival repository.
- A current driver's license

#### **Desired Experience:**

- Application of archival theory and practice to the management and preservation of electronic records.
- Demonstrated experience with various platforms. ADAH currently uses Windows, Voyager, CONTENTdm, and LOCKSS.
- Project management experience as it applies to management of electronic/digital content.
- Experience creating preservation metadata, and working with tools that verify file authenticity and tools that identify potentially restricted content strongly preferred.

#### **Montgomery and ADAH**

Montgomery and the River Region are home to friendly people, high-tech industry, the State Capitol, and a major Air Force Base. The region is growing quickly with over 360,000 people in Montgomery, Prattville, Millbrook, Pike Road, Wetumpka and Tallassee and enjoys a low cost of living. Located in central Alabama at the intersection of Interstate Highway 85 (east and west) and Interstate Highway 65 (north and south), Montgomery is:

- 161 miles southwest of Atlanta
- 92 miles south of Birmingham
- 168 miles north of Mobile and the Gulf of Mexico

Alabama created the first state department of archives and history in the United States. Founded in 1901, the Alabama Department of Archives and History became a model for many other states. Now in its second century of service, the Alabama Department of Archives and History is mindful of its obligation to preserve the records of its past and to serve the information needs of future generations of researchers. The department continues the following programs as priority services:

- assistance to state agencies and local governments in the preservation of their records of historical value
- work to preserve modern records in fragile formats, such as computer records, photographs, and video tapes

- educational programs and tours to school children, tourists, and interested citizens
- reference service
- maintenance of the security of collections held by the Archives
- the use of new information technology to extend the department's services.

**Application Process:**

Steve Murray, ADAH Director, and Tom Turley, Appraisal Coordinator, will be attending the SAA meeting in Washington, DC in August. If you would like to arrange a time to meet with them during the meeting, please email them at [steve.murray@archives.alabama.gov](mailto:steve.murray@archives.alabama.gov) or [tom.turley@archives.alabama.gov](mailto:tom.turley@archives.alabama.gov).

Please submit a resume, list of three references, 3-5 page interpretive writing sample, and cover letter to the address below by September 30, 2014. The cover letter should include availability details and salary requirements.

Candidates will be selected for interview and formal application based on the information submitted, with an anticipated hiring date in November 2014.

Tracey Berezansky  
[tracey.berezansky@archives.alabama.gov](mailto:tracey.berezansky@archives.alabama.gov)  
Alabama Department of Archives and History  
P.O. Box 300100  
Montgomery, AL 36130-0100